

# City of Greensboro Application for Employment

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## Firefighter



[www.greensboro-nc.gov](http://www.greensboro-nc.gov)

[www.gfdnc.com](http://www.gfdnc.com)

**Greensboro, North Carolina**

# IMPORTANT INFORMATION

You **MUST READ** this before continuing  
with the application

**Completing the Application is your FIRST STEP in consideration as an applicant. The Application serves as a way to determine if you can follow directions!**

**YOU MUST follow these directions:**

- Complete all questions and fill in all blanks on the forms
- Turn in **EVERY** document required **WITH THE APPLICATION**. An application will **NOT BE ACCEPTED** if **ANY** of the documents are missing. (Transcripts may have to be sent directly to Human Resources. See Employment Procedures.
- All information must be **TRUTHFUL, ACCURATE** and **UP-TO-DATE**.

## REMEMBER:

- If **ANY PORTION** of the application or the **REQUIRED** documentation is missing, the application will **NOT** be sent from the City's Human Resources to the Fire Department for consideration.
- If **ANY PORTION** of the application or the **REQUIRED** documentation is incorrect or false, the application will **NOT** be considered further for employment.

(Record retention laws require all applications for individuals not hired  
to be maintained for 3 years after date of receipt.)

# ABOUT THE GREENSBORO FIRE DEPARTMENT

The Greensboro Fire Department is a Nationally Accredited Agency by the Commission on Fire Accreditation International. The Insurance Services Office also rates the Department as Class I.

The organization employs approximately 453 men and women. The Emergency Services Division includes 21 fire stations housing 21 Engine Companies, 7 Quints, and 1 Rescue Squad.

## SALARY

Starting salary for the Greensboro Fire Department (as of July 1, 2006):

Firefighter I - \$30,500\*

*\*Educational incentives are offered to those with a 2-year or 4-year degree within the first six months of hiring contingent on completing the Recruit Academy as well as the six-month Firefighter I Exam.*

## EMPLOYEE BENEFITS

Salary program, Paid Vacation, Holidays, and Sick Leave, Medical and Life insurance, Dental Assistance, Military Leave (if applicable), Credit Union, Retirement Program, Annuity Program, Educational Assistance. This list is not complete. For further information on employee benefits, please see the city's website at [www.greensboro-nc.gov](http://www.greensboro-nc.gov).

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## TRAINING PROGRAM

Recruit training is an intense approximately 20 week program that includes rigorous physical activity and demands high academic performance. Candidates work a demanding 40-hour work week schedule (7:30 am - 4:30 pm).

Physical training takes place every morning. Activities include, weight training, aerobic activities and periodic assessments on the physical abilities course. Candidates must successfully complete physical training. Failure to do so at any point during the training period will result in termination.

Recruits are required to have a 70% average at the completion of the final exam. Failure to do so will result in termination.

Upon successful completion of the training program, recruits will be assigned to a fire company (4-5 personnel) within the Emergency Services Division and serve a 12-month probationary period (including the training program). The work schedule will consist of one day (24 hours) on duty followed by two days (48 hours) off duty. There are no exemptions from working weekends and/or holidays unless working in a division other than Emergency Services as a 40 hour/week employee. All entry-level personnel must serve in the Emergency Services Division before consideration will be made for opportunities in the areas of Training, Prevention, Investigations, etc.

As a member of a fire company, one is responsible for a full range of activities including: fire suppression and related tasks, rescue, community service programs, continuing education, station maintenance, building pre-plans and hydrant testing.

After the 12-month probationary period (which includes the training program), the probationary firefighter will be recalled to the Training Section to demonstrate continued competency in the required areas. Tests will consist of a written exam, drill ground applications and physical fitness. Failure to successfully complete any of these areas will result in termination of employment.

# Qualifications

Fighting fire, participating in medical calls and rescue work are physically demanding duties. Candidates must be in excellent health and have no conditions which would restrict their ability to safely perform these duties. These conditions must be met at the time of application and must be maintained throughout the application process. Along with the physical requirements, other requirements are as follows:

## **REQUIRED QUALIFICATIONS**

- Minimum age: 19 (at the time that you apply)
- Must have a valid driver's license from state of residence, with a reasonable driving record and NO DWI convictions within 3 years of applying.
- Must have a high school diploma or G.E.D. Certificate.  
(Consideration will be given to college course work from an accredited institution.)
- Must pass a rigid physical examination and drug screen. (Far visual acuity shall be at least 20/30 binocular with contact lenses or glasses. Far visual acuity uncorrected shall be at least 20/100 binocular for wearers of hard contact lenses or glasses. Successful long-term soft lens wearers shall not be subject to uncorrected criterion).
- Applicants must not have: committed or been convicted of a felony or serious misdemeanor, one general court martial or more than one incidental court martial.
- Must be a United States citizen or an alien who can provide proof of identity and authorization to work in the United States.
- Residency- No residency requirements presently exist.

## **PREFERRED QUALIFICATIONS**

(These are not requirements, but preference will be given to candidates with these further qualifications)

- Clean driving record
- College experience with a degree
- EMT-Basic Certification
- Physically ready to meet the final requirements of the Training Abilities Course at time of entry
- Some firefighting experience

# Employment Procedure - 1

## 1. COMPLETE APPLICATION ACCURATELY

Applications can be picked up at the City's Employment Office, the Public Safety Training Facility, the Fire Department's Human Resources Office or printed from the City's or the Fire Department's web pages.

**[www.greensboro-nc.gov](http://www.greensboro-nc.gov)**  
**[www.gfdnc.com](http://www.gfdnc.com)**

### **City Employment Office**

300 West Washington Street  
(336) 373-2020

### **Public Safety Training Facility**

1510 N. Church St.  
(336) 373-2449

### **Fire Dept. Human Resources**

1512 N. Church St.  
(336) 574-4091

You must furnish copies (or in some cases, sealed official originals) of your:

• birth certificate	<b>copy</b>
• driver's license	<b>copy</b>
<b>(IF ANY EDUCATIONAL INSTITUTION WILL NOT SEND THE TRANSCRIPTS NOTED BELOW DIRECTLY TO YOU, HAVE THEM MAILED TO: The Employment Office, Human Resources Department, City of Greensboro, P.O. Box 3136, Greensboro, NC 27402-3136)</b>	
• high school transcript or GED transcript indicating grades	<b>official document</b>
• college transcript, if applicable, indicating grades	<b>official document</b>
• college diploma (if applicable)	<b>copy</b>
• military discharge - Form DD-214 (if applicable)	<b>copy</b>
• DMV report from the state in which applicant currently resides. (if residency has been less than a year, include previous state's record)	<b>official document from your state DMV</b>

## **Applications not complete with supporting documentation will be automatically rejected.**

A check off sheet is provided at the beginning of the application on page 6 for your convenience.

After acceptance of an application, all qualified applicants will be contacted by mail to inform them of how to schedule their abilities test. Abilities Course dates are set throughout the year. **You must attend a testing time within 6 months of turning in your application or your application will no longer be valid.** The arrival time of 8:00 am has been set and anyone arriving after that time will not be admitted to the course. There are no make up dates due to inclement weather. We will continue testing "rain or shine." Make plans to be at the training facility for up to 8 hours depending on the number of applicants testing. We will test applicants on a first come, first serve basis. Out of town applicants should make necessary arrangements to be on time. **If you are unable to attend your scheduled FFAT date, you must call the Public Safety Training Facility at (336) 373-2449 in advance of your date/time in order to be allowed to reschedule. If you are absent without calling in advance, your application will be removed from the process.**

# Employment Procedure - 2

## 2. COMPLETE PHYSICAL ABILITIES TEST

To meet the minimum requirements of the Greensboro Fire Department, all candidates need a combination of strength and endurance. The City and the Fire Department have determined that any individual can successfully compete for the position of Firefighter Recruit if their preparation is focused on these physical abilities necessary to perform firefighting duties.

The Abilities Test is the result of a significant amount of research on the occupation of fire suppression. Each task reasonably tests the physical abilities of an individual as they apply to performing basic fireground duties. The abilities course consists of 5 tasks performed consecutively, and include the following:

### **Hose load carry/Stair climb**

Carry a 42-lb. hose load up the drill tower interior stairs (48.5 vertical feet).

### **Hose Hoist**

Hoist a 39-lb. hose roll a distance of 51.5 vertical feet by pulling up a 1/2 inch diameter rope with the roll attached.

### **Forcible Entry Simulator**

Using a 9-lb. sledgehammer, strike the end of a steel beam and drive it 5 feet horizontally on a skid.

### **Hose Advance**

Pull a charged 1<sup>3/4</sup> inch diameter hose line a distance of 75 feet across pavement.

### **Victim Rescue**

Drag an approximately 165-175 lb. mannequin 100 feet horizontally.

Immediately following successful completion of the abilities test, you will be given information about the next step of taking the written suitability test..

**NOTE: If you do not finish the abilities course in its entirety, your application will continue to be valid for one year from your original abilities course date. You will be informed immediately following your attempt as to the expected timeframe for retrying the course. The application will not be fully accepted for you to be considered part of the applicant pool until you have completed the abilities course test AND the suitability portion successfully.**

# Employment Procedure - 3

## 3. TAKE WRITTEN SUITABILITY EXAMINATION

This examination consists of a battery of tests developed by Ergometrics, Inc. (FIRE TEAM) and is used to determine your compatibility for this line of work. You will need to report to the test site at least 15 minutes ahead of time. **A picture I.D. is required in order to take the test. No exceptions!** Applicants will be notified in writing of the results of the test. Applicants who successfully pass the written exam will then be placed in an applicant pool for any upcoming recruit academies. Notification generally takes about 2-3 weeks. Your application will then be dated from the last day of the quarter in which you turned in your application and be valid for 12 months from that date. If you wish to add any information or make address or number changes during that time, contact Wanda Wyant (Training Section) at 373-2449.

**NOTE: Your application will not be fully accepted until you have successfully completed the written suitability test. If you do not successfully score at the suitability exam, you will be notified in writing within 2 to 3 weeks. If your application is rejected due the results of the suitability exam, you may not be considered for testing and employment for 12 months. You must submit a newly completed and current application to reapply.**

## 4. PARTICIPATE IN AN ORAL INTERVIEW

After reviewing the results of an applicant's written suitability test and application, the applicant may be asked to participate in an in-depth oral interview with the Fire Training Staff. Second interviews may be required.

Background Investigation - Following the interview, selected candidates will then receive a thorough background investigation. **No notification will be given following the Interview/Background investigation. Applicants are simply placed in an applicant pool for possible selection.** Selected applicants will then be asked to complete a medical evaluation.

## 5. COMPLETE MEDICAL EXAM AND DRUG SCREEN

You will be scheduled for a complete medical evaluation and drug screen. Upon satisfactory completion of the medical exam and drug test, you will be offered employment and will be informed as to any further details needed to prepare for the recruit academy.

# Check Off Sheet

Tear pages 1-5 off and keep for your records. Make 2 complete copies of the application after filling it out. Keep one for your records and turn the second copy in with the original application and your other documentation.

PG. #	REQUIRED INFORMATION
7	<input type="checkbox"/> Name (both printed and signed)
7	<input type="checkbox"/> Personal Data
8	<input type="checkbox"/> Age requirement
8	<input type="checkbox"/> Authorization to live & work in the United States
9	<input type="checkbox"/> Indication of registration with Selective Service
9	<input type="checkbox"/> Type of Discharge if individual was in the service
14	<input type="checkbox"/> 3 references (minimum)
14	<input type="checkbox"/> Signature and Date Required
15	<input type="checkbox"/> Investigation Authorization
16	<input type="checkbox"/> Equal Employment Opportunity Questionnaire

REQUIRED DOCUMENTATION	
IF YOU HAD YOUR TRANSCRIPTS SENT TO THE CITY'S HUMAN RESOURCES DEPT., PLEASE CHECK THIS BOX. <input type="checkbox"/>	<input type="checkbox"/> copy of Birth Certificate
	<input type="checkbox"/> copy of Driver's License
	<input type="checkbox"/> High School Transcript or GED Transcript ( <u>official document</u> )
	<input type="checkbox"/> College Transcript ( <u>official document</u> )
	<input type="checkbox"/> copy of College Diploma (if applicable)
	<input type="checkbox"/> Military Discharge - Form DD-214 (if applicable)
	<input type="checkbox"/> DMV Report from the state in which you currently reside ( <u>official document from state DMV with state seal</u> )

REQUIRED DOCUMENTATION AFTER EMPLOYMENT
<input type="checkbox"/> Documentation that establishes proof of identity and authorization to work in the United States.



# Application for Firefighter

NAME: (PRINT or TYPE) \_\_\_\_\_ DATE \_\_\_\_\_  
(Last) (First) (Middle Initial)

STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP : \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ (Must be 19 years by the time you apply)  
Month/Day /Year

PHONE: ( ) \_\_\_\_\_ BUSINESS: ( ) \_\_\_\_\_ CELL:( ) \_\_\_\_\_  
Area code and number Area code and number Area code and number

EMAIL ADDRESS: \_\_\_\_\_

VALID DRIVER'S LICENSE NUMBER \_\_\_\_\_ CLASS: \_\_\_\_\_

STATE: \_\_\_\_\_ ENDORSEMENTS: \_\_\_\_\_

## Return to:

(BY MAIL)

**Human Resources - City of Greensboro**

P.O. Box 3136

Greensboro, N.C. 27402-3136

(IN PERSON)

**Human Resources - City of Greensboro**

300 W. Washington St.

Greensboro, N.C. 27402-3136

(336) 373-2020

**Please be sure that you complete all sections of this application COMPLETELY, ACCURATELY and LEGIBLY. This application will be used as a part of the overall application process and should represent your best effort.**

I, \_\_\_\_\_, understand failure to complete this application completely, accurately, and legibly will eliminate me from further consideration.

Signed: \_\_\_\_\_ DATE: \_\_\_\_\_

It is the policy of the City of Greensboro to hire and promote the best-qualified individual(s) available. To this end, no person shall be refused employment, denied promotion or assignment, discharged or otherwise discriminated against or given preference in any aspect of the employment relationship on the basis of race, gender, religion, age, political affiliation, national origin, sexual orientation, physical or mental disability, or any other non-job related factor, except when certain physical and mental requirements are a bona-fide occupational qualifications (City Personnel Policy I-1) IN AN EFFORT TO MAINTAIN A SAFE AND HEALTHY WORKPLACE IN THE CITY OF GREENSBORO, APPLICANTS CONSIDERED FOR EMPLOYMENT ARE TESTED FOR DRUGS.

# General Information

**Response is required for all questions, N/A if not applicable**

1. Are you at least 19 years of age? YES ☐ NO ☐
2. Do you have the legal right to live and work in the United States? YES ☐ NO ☐
3. Have you ever been convicted of any crime (misdemeanor or felony)? YES ☐ NO ☐

In the space below, describe the charge(s), final disposition and date of the conviction(s).

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**NOTE: All Candidates reaching the Interview portion of this hiring process will be required to provide documentation of a Records Check from your local Clerk of Court regardless of your criminal history.**

4. Have you ever been associated with an emergency service organization?  
(If so, explain your involvement, i.e. shifts, types of calls, amount of training, etc.)

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5. While in school or at previous employment, have you participated in activities which are directly related to the position of firefighter? If so, explain.

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6. Why are you interested in becoming a firefighter and what abilities do you have to offer?

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7. Do you have any relatives currently employed by the City of Greensboro?

YES ☐ NO ☐

If yes, who, in what position, and in what department are they employed? What is the relationship?

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8. Indicate ALL North Carolina certifications currently held (if any):

Firefighter I ☐ Firefighter II ☐ EMT ☐ RT ☐ HazMat ☐

Current certifications obtained from other states: \_\_\_\_\_

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9. Describe any special skills, accomplishments, training or experience (not described elsewhere in this application) which you feel are relevant to the firefighting profession.

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# Military Background

**Response is required for all questions, N/A if not applicable**

1. If you are a U.S. citizen and a male between the ages of 18 and 25, have you registered with Selective Services? YES ☐ NO ☐

2. Have you ever served in the U.S. Military or any other military organization? YES ☐ NO ☐

3. Branch of service: \_\_\_\_\_

4. Dates of active service: \_\_\_\_\_

5. Highest rank held: \_\_\_\_\_ Rank upon discharge: \_\_\_\_\_

6. Type of Discharge: ☐ Honorable ☐ Other (Explain if answered "other")  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Are you presently a member of the National Guard or any other military reserve unit?

YES ☐ NO ☐

8. List Reserve Unit, location, and describe your obligation.

\_\_\_\_\_  
\_\_\_\_\_

9. Describe your major duty assignment(s) while on active duty.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. While in the military, did you take any courses that directly relate to the position of firefighter? (explain) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

11. List any special awards or achievements awarded during your military service.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Educational Background

## High School - 1

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Graduate?: ☐ YES ☐ NO Dates attended: \_\_\_\_\_

## High School - 2

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Graduate?: ☐ YES ☐ NO Dates attended: \_\_\_\_\_

If you did not graduate from high school, have you passed the General Educational Development (GED) test indicating high school equivalence?: ☐ YES ☐ NO

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**NOTE: IF ANY COLLEGE WORK IS LISTED, AN OFFICIAL TRANSCRIPT MUST ACCOMPANY THE APPLICATION EVEN IF YOU DID NOT COMPLETE YOUR DEGREE.**

## College or University - 1

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Major: \_\_\_\_\_ Degree: \_\_\_\_\_

Graduate?: ☐ YES ☐ NO Dates attended: \_\_\_\_\_

## College or University - 2

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Major: \_\_\_\_\_ Degree: \_\_\_\_\_

Graduate?: ☐ YES ☐ NO Dates attended: \_\_\_\_\_

## College or University - 3

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Major: \_\_\_\_\_ Degree: \_\_\_\_\_

Graduate?: ☐ YES ☐ NO Dates attended: \_\_\_\_\_

List any other formal education you have had: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Employment Data - 1

## Response is required for all questions, N/A if not applicable

Provide your employment history beginning with your present or most recent employer and list all positions held including, part-time, summer and significant volunteer experience, for the past 10 years. Details of any period of unemployment must be included. Experience acquired more than 10 years ago may be summarized in one section. (Attach additional sheets if necessary).

Title of present or last position: \_\_\_\_\_

Date employed: \_\_\_\_\_ Date separated: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Immediate Supervisor: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

May we contact your present employer? YES ☐ NO ☐

Final Salary \$ \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_

If part-time, list hours/week \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

(If we cannot contact your immediate supervisor, list the name and phone number of someone knowledgeable of your work that we may contact).

Name: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

# Employment Data - 2

Title of position: \_\_\_\_\_

Date employed: \_\_\_\_\_ Date separated: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Immediate Supervisor: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

May we contact this employer? YES ☐ NO ☐

Final Salary \$ \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_

If part-time, list hours/week \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

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Title of position: \_\_\_\_\_

Date employed: \_\_\_\_\_ Date separated: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Immediate Supervisor: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

May we contact this employer? YES ☐ NO ☐

Final Salary \$ \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_

If part-time, list hours/week \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

# Employment Data - 3

Title of position: \_\_\_\_\_

Date employed: \_\_\_\_\_ Date separated: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Immediate Supervisor: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

May we contact this employer? YES ☐ NO ☐

Final Salary \$ \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_

If part-time, list hours/week \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

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Title of position: \_\_\_\_\_

Date employed: \_\_\_\_\_ Date separated: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Immediate Supervisor: \_\_\_\_\_ Phone # (\_\_\_\_) \_\_\_\_\_

May we contact this employer? YES ☐ NO ☐

Final Salary \$ \_\_\_\_\_ Starting Salary \$ \_\_\_\_\_

If part-time, list hours/week \_\_\_\_\_

Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for leaving: \_\_\_\_\_  
\_\_\_\_\_

# References

List at least three persons who are not related to you who have knowledge of your work, character and ability. DO NOT repeat the names of supervisors included in the Employment Data Section of this application. For your benefit, provide complete daytime and evening phone numbers.

Note: Attach any additional references to application package.

1.	NAME	RELATIONSHIP	PHONE (DAY)	/	PHONE (NIGHT)
	ADDRESS	CITY	STATE		ZIP
2.	NAME	RELATIONSHIP	PHONE (DAY)	/	PHONE (NIGHT)
	ADDRESS	CITY	STATE		ZIP
3.	NAME	RELATIONSHIP	PHONE (DAY)	/	PHONE (NIGHT)
	ADDRESS	CITY	STATE		ZIP
4.	NAME	RELATIONSHIP	PHONE (DAY)	/	PHONE (NIGHT)
	ADDRESS	CITY	STATE		ZIP
5.	NAME	RELATIONSHIP	PHONE (DAY)	/	PHONE (NIGHT)
	ADDRESS	CITY	STATE		ZIP

## DECLARATION OF THE APPLICANT

I have read all material in the application packet. I certify that all statements made in this application and any other materials completed or furnished as part of this application process are true, complete, and accurate to the best of my knowledge and belief. I further understand that any false statements or omitted information shall be considered sufficient cause for employment disqualification or dismissal.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_



# Authorization

GREENSBORO FIRE DEPARTMENT

## **AUTHORIZATION AND RELEASE TO OBTAIN INFORMATION**

I, \_\_\_\_\_, authorize the Greensboro Fire Department to conduct a personal background investigation in connection with my application for employment.

This investigation may include information from educational institutions, physicians, and/or medical records, insurance companies, police and/or court records, Department of Motor Vehicle Records, listed personal references and/or developed references, previous employers and/or present employer and other appropriate sources. Additionally, this information may include results of background investigations and psychological evaluations as well as information related to substance abuse.

I authorize the release of any information that the Greensboro Fire Department may request from the above sources. I further waive all rights to inspection or review of any information compiled pursuant to my application for employment.

I fully understand that all information gained from such investigation is confidential and will be released only to authorized persons in the employment process.

I agree to give any further information which may be required and hereby certify that there are no willful misrepresentations, omissions or falsifications in any of the applications and/or documents furnished for the position and/or answers to questions. I am aware that should an investigation disclose any willful misrepresentation, omissions or falsifications, my application may be rejected or if already employed, my employment terminated.

I hereby release the Greensboro Fire Department, Greensboro, North Carolina or any of its agents or representatives and any persons so furnishing information from any and all liability of every nature and kind arising out of the furnishing or inspection of such documents, records, and other information for the investigation made by the Greensboro Fire Department.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# City of Greensboro

## Equal Opportunity Employer Questionnaire

PLEASE COMPLETE THIS FORM - IT WILL BE REMOVED PRIOR TO PROCESSING

In order to comply with United States Government Equal Employment Opportunity requirements, all applicants for employment are requested to complete this form. Data collected will be used for statistical reporting purposes and to measure the effectiveness of recruitment efforts and selection procedures. This information is requested on a voluntary basis, will be kept confidential, and is not available to hiring authorities. Refusing to provide the information will not result in any adverse treatment with respect to the employment or selection process.

The City of Greensboro is an equal opportunity employer. In accordance with applicable laws and regulations, the City does not discriminate on the basis of disability or other prohibited criteria. If you believe you have been treated unfairly or discriminated against on the basis of race, color, national origin, gender, age, religion, political affiliation, sexual orientation, or disability, please contact the Human Resources Department at (336) 373-2020.

**DISABLED APPLICANTS:** The Human Resources Office may have resources to assist applicants with the application and/or interview process. If special needs are to be considered, please call (336) 373-2020.

Applying for Position Number:  Effective Date (mm/dd/yy)

Job Title: Firefighter Recruit

Applicant Name: \_\_\_\_\_

Are you age 40 or over? ☐ Yes ☐ No Are you ☐ Female ☐ Male

Are you a veteran of the United States Armed Forces? ☐ Yes ☐ No

If "Yes" - Branch of Service \_\_\_\_\_ Type of Discharge \_\_\_\_\_

### **Ethnic Origin (Check one)**

☐ **White** (not of Hispanic origin): All persons with origins in any of the peoples of Europe, North Africa or the Middle East.

☐ **Black** (not of Hispanic origin): All persons with origins in any of the black racial groups of Africa.

☐ **Hispanic:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

☐ **Asian or Pacific Islander:** All persons with origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes for example, China, India, Japan, Korea and Samoa

☐ **American Indian or Alaskan Native:** All persons with origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

To help us ensure our recruitment efforts are targeted to and reaching all segments of our recruitment area and community, please identify how you first learned of this job opening (check only one box).

<input type="checkbox"/> A Friend or Relative	<input type="checkbox"/> TDD Line for hearing impaired
<input type="checkbox"/> A City Employee or GFD Recruitment Team	<input type="checkbox"/> Newspaper (name):
<input type="checkbox"/> TV Monitor in Melvin Municipal Office Building	<input type="checkbox"/> Cable or other TV/Radio (which channel):
<input type="checkbox"/> Internet (identify web site):	<input type="checkbox"/> Other means (identify):
If you are disabled and would like to request testing accommodations, please describe:	

Thank you for making an application for this position and in your decision to select the City of Greensboro as a possible employer. If you need clarification of information on this form, please contact one of our Employment Specialists at 336-373-2020.